

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. THE PRIVACY OF YOU MEDICAL INFORMATION IS IMPORTANT TO US.

OUR LEGAL DUTY

We are required by applicable federal and state laws to maintain the privacy of your protected health information. We are also required to give you this notice about our privacy practices, our legal duties, and your rights concerning your protected health information. We must follow the privacy practices that are described in this notice while it is in effect. This notice will remain in effect until we replace it.

We reserve the right to change our privacy practices and terms of this notice at any time; provided that such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our notice effective for all protected health information that we maintain, including medical information we created or received before we made the changes. You may request a copy of our notice (or any subsequent revised notice) at any time. For more information about our privacy practices, or for additional copies of this notice, please contact Dr. Edward S. Orman at his office phones(410-529-4141 or 410-877-3369).

Telecommunication and Appointment Reminders: This office may contact you periodically. Unless we speak to you the patient directly; we will leave a minimum of information asking that you contact the office.

Reasons for contact:

1. as a reminder of an impending appointment or cancellation thereof
2. as a reminder to bring your referral
3. to verify insurance information
4. as a reminder of your co-payment or to discuss your account
5. to notify you of a test, surgical procedure or medication that has been ordered
6. to receive a post operative progress report
7. to notify you that your requested paperwork has been completed

Messages may be left at the following places if the office is unable to reach you, asking you to contact the office:

1. your home answering machine
2. with a family member or house mate
3. on your cellular answering machine
4. with your work receptionist/supervisor
5. on your work answering machine

If you do not wish to be contacted, or wish to limit your access; please notify the office in writing to let us know what alternate means we should use to reach you.